

## VoteWA: How to Approve Online Candidate Declarations

Before approving any candidate, verify these fields:

- ☐ Ballot Name
  - May use nicknames, but the last name must be the same as their voter registration ([RCW29A.24.060](#)).
  - May not use any title, rank, or symbol ([WAC 434-215-050](#)).
- ☐ Party Preference
  - Nonpartisan leave blank.
  - Format party preferences to capitalize each word or all letters of an acronym.
- ☐ Payment type
  - Online filing must be paid with a credit card to approve.
  - Do not approve 'Pay Later' filing status.
- ☐ Receipt number
  - If the candidate paid, then there will be a receipt number present.
  - Do not approve a filing without a receipt number.

Once you verify these fields,

- Change the filing status to “Approved”
- Click ‘Update’

The candidate detail will close and the candidate’s filing status will show “Approved.”

If you cannot verify these fields, contact the candidate to resolve.